

About the Art of Leadership Sessions

The purpose of Art of 4-H Leadership series is to provide an environment for you to develop your executive leadership skills, build cohesion with your colleagues and participate in conversations on significant issues that could positively impact 4-H youth development in the future. **The following guidelines will be used to design the Art of Leadership sessions so that you will know what to expect when you attend.**

We will:

- Be realistic about what can be accomplished within the time frame provided.
- Focus on the leadership theme and on desired results.
- Provide ample opportunity for discussion and debate.
- Schedule breaks and times to think about the themes and issues.
- Share papers or other written information with you in advance of the meeting so you can come well prepared for discussions.

Session Design:

You know what it takes to design meaningful learning. We will include a mix of learning, and part of each session will be small group work. We will be clear about our goals and use facilitators to enhance understanding. Whenever large group sessions are used, we will be careful to engage you in the dialogue.

Opening Session

The opening session will begin mid-morning (10:00am), so you may arrive that morning or the night before and take time for yourself before sinking your teeth into the substance of the session. We will schedule hospitality time 30 minutes prior to the opening of the leadership session.

The opening session will allow time for introductions, give an overview of the purpose and objectives of the leadership sessions, and assure common understanding. We will likely begin with a group building activity to build rapport and accelerate learning.

Meal Times:

Meals will be reserved for informal discussion rather than presentations, keynote addresses or small group work. If you have special needs for meals, please contact Shannon Bedo, sbedo@csrees.usda.gov or 202-720-2088.

Dinner (both nights):

Dinner will be as a group on both nights. This is time for you to connect with one another, discuss issues informally and enjoy socializing with your colleagues.

After Dinner:

Given the intensity of sessions, as well as the length of your day, we will not schedule any formal sessions after dinner.

Second and Third Day Start Times:

We will begin the second and third day at 8:30 a.m.. This allows plenty of time for you to exercise, finish breakfast and prepare for a full meeting day on day two, or time to pack and check out on day three.

Breaks:

There will be two breaks (morning and afternoon) per day for refreshments, comfort, and networking. Each break will be scheduled for at least 20 minutes.

Lunch:

An hour is allocated for lunch on the first day. On Day Two, 2 hours have been allocated for lunch and returning to the session. This gives you an opportunity to decompress, reflect informally on the session so far, and discuss questions with your colleagues. On day two, the session will go until 6:00 p.m.

End Time Day Three:

The conference will end on day three at 12:00 noon to give you enough time to have lunch and catch mid- to late-afternoon flights home. The concluding sessions will provide time for definition of next steps, a review of session conclusions and an overview of the next session.

**February 1-3, 2005 Session
Fort Worth, Texas**

Location:

About 25 participants will gather at the first session, held at the Radisson Hotel in Fort Worth, Texas. The address is 815 Main Street in Downtown. For more details, visit the hotel website at: <http://www.radisson.com/ftworthtx>.

- **Please call 817-870-2100 to make your individual reservation.**
- Rooms are reserved under the “**Art of Leadership Conference.**”
- **January 11, 2005** is the cut off date for our group rate of \$76/single and \$96/double for the guestrooms.
- You will be responsible for your own transportation to the hotel, guestroom payment, and breakfast. The hotel offers a generous breakfast buffet for \$10.95.
- The Yellow Checker Shuttle Bus provides transportation to and from Dallas/Fort Worth Airport for \$15 each way (972-233-6999).

Registration Fee:

Please mail your registration fee of \$150.00 to the National 4-H Council by January 11, 2005. Make checks payable to “National 4-H Council” (with “Art of Leadership” in the memo line) and send to:

*National 4-H Council
Attn: Jennifer Zaniewski
7100 Connecticut Avenue
Chevy Chase, MD 20815*

Participants are responsible for their travel and lodging costs, breakfasts, and lunch on Wednesday. The total is currently estimated at \$1,100 for the 3-day session; **this estimate includes both travel AND registration costs.** The National 4-H Leadership Trust is providing support for the presenters, assessment instruments, instructional materials and special events.

Schedule:

The first session will begin on February 1, 2005 at 10:00am, with a hospitality time 30 minutes prior. The session will conclude at noon on February 3, 2005.

Denison Survey:

You will soon receive an email from Denison Consulting about a leadership survey we are conducting for this Art of Leadership session. This is a 360 degree survey to help you determine your leadership ability from the perspective of your supervisor(s), peers, direct-reports, and yourself. You will use the results of this personal survey to help guide the learning process at the February session. Please be thinking of 10-12 people you could ask to complete this online survey about you. You might want to send them a request email or a heads-up. Your invitation email will explain the process, and you simply need to input their names and email addresses to receive an invitation to complete the survey. Please let us know if you have questions concerning this process.

Future Session:

The next session will be held on September 13-15, 2005, at a location to be announced. Please have this session marked on your calendar, as this will be the second of a two-part series.

Conference information will be posted on the web at:

http://www.national4-hheadquarters.gov/comm/4h_prodev.htm.

For More Information:

Please contact the National 4-H Headquarters for more information:

Shannon Bedo

sbedo@csrees.usda.gov

202-720-2088

The Art of Leadership series is supported by the National 4-H system partners and coordinated through National 4-H Headquarters, CSREES, USDA.